

## RELEASE 6C FEATURES

### I. New Menus

We have added one new menu in this release: STU: SYSTEM START-UP. The options on this menu are those that are used when a new client is starting to use the system, such as LOAD BEGINNING BALANCES, ONE STEP BILLING, etc. These have been consolidated and taken off the other menus because they are no longer used once a company has started using Sales Order Entry and the Accounts Receivable System.

### II. New Programs

#### A/R HISTORY MENU

1. DISPLAY DOCUMENT PAYMENT HISTORY (ARH MENU) – allows entry of customer and invoice #, then displays each payment transaction with the date and amount.

2. A/R BILLING RECAP REPORT (ARH MENU)- Have you ever had a customer ask for a list of billings against a purchase order number? Have you ever had a customer ask for a list of billings against a job that was not set up in the job tracking system? This program will recap the billing to a customer in a selection of formats. It allows you to enter a specific customer and then choose one of the following:

1. PRINT BY JOB
2. PRINT BY JOB & PO #
3. PRINT BY P.O. #
4. PRINT BY DOCUMENT #
5. PRINT BY BRANCH, DATE, AND DOCUMENT #

Various options are presented based upon which one of these is chosen, such as a job, start date, end date, p.o. #, etc. Then it will print a list of documents that fit the options specified.

3. A/R CLEAN-UP REPORT (ARH MENU) – This program searches through the open accounts receivable documents and finds any cases where the customer's balance is zero, but there are invoices and credits waiting to be paid off against each other. This is often a situation where customers have been flagged for deletion, but they are not removed from the system at month end because they have open documents. The program prints a report of these documents and then asks the operator if they wish to pay these documents off against each other. If they do then the system builds a work file just as though the operator were paying them off against each other manually, and then passes the session off to the printing of the A/R Cash Receipts Journal. After the Journal prints, then operator is given the option to update it. If it is not updated, the operator can go into A/R Cash application and make adjustments and then print again and update.

4. CHANGE PO OR JOB ON MULTIPLE INVOICES (A/R MENU) This program allows the operator to enter a customer and select multiple invoices. Then they can enter a purchase order # and job name to be put on each of these documents. There is still an option to change the information on one invoice, but if you have a long list of documents to change, this menu option can be a great time saver.

5. CUSTOMER PRICING REPORTS (CPM #14)

1. INDIVIDUAL ITEM EXCEPTIONS

10. INDIVIDUAL ITEMS WITH COST EXCEPTIONS.

This new report allows you to print all of the individual item exceptions that have cost exceptions. It can be printed for one customer or all. It shows the Last Cost Paid against the Cost Exceptions to aid you in spotting exceptions that need attention.

FILE IMPORT MENU

6. ITEM PRICE EXCEPT FOR MULTI CUSTOMERS (FLI MENU) – This program allows you to import price exceptions for more than one customer at the same time. It uses a file format that contains the customer code as well as the price exception information.

7. UPDATE VENDOR CODE DESCRIPTIONS FROM FILE (FLI MENU) – This program reads in a file that contains the Pricing Group or Pricing Code and adds or update the description.

8. PRODUCT COST CHANGE (PMM MENU) – This program has been added to the PMM menu. When an operator wants to review and possibly make changes to weighted average cost or last cost paid, they should use this program. This program also allows the operator to enter/change the primary location and secondary locations for the item. It does not tie up the item while it is on the screen like the Product Maintenance Program does.

9. CHANGE VENDOR ON PURCHASE ORDER (POP MENU) – Have you ever entered a purchase order and put it under the wrong vendor code by mistake? This menu option allows you to correct the vendor code on a purchase order from one vendor to another.

10. RESUBMIT REPORT (P/S MENU) – new program to resubmit files to print that are no longer in the sequencer. Many of our clients are copying the print files that are generated through the sequencer to CD. In the case where they restore them to the system to reprint, this program allows them to specify the file name to print without it be active in the program sequencer.

11. DIRECT SHIP BACKLOG REPORT (PRP MENU) – this new report recaps the open orders for direct shipments and has proven very useful. It shows the Customer ID & Name, Job Name, Order #, Vendor ID, PO #, Open PO Balance, Open Sales Order Balance, gross margin %. The operator is given the option to print the summary (total \$) or detail (each order). It is sorted by Customer ID, then job name or by Vendor ID and PO #.

**III. New Features**

Purchase Order Processing

1. Entry And Maintenance – header screen – A new option ‘VC’ has been added at the bottom of the screen to display P.O. Vendor Comments on demand. Added ‘NT’ option to enter/view NOTES (interoffice) which are displayed on the screen only – they do not print on the p.o.
2. Enter Vendor Invoices – a new option to view or change notes has been added.
3. Branch Vendor Maintenance – ability to enter comments – if these are blanked out, then they are removed from file. When a new purchase order is entered, these are displayed on the screen.

4. P.O. Status report – Deleted the column with the expected delivery date and inserted a column for the difference.
5. In Purchasing History Inquiry by Item add an option ‘PO’ to view Purchase orders placed and ‘PC’ to view purchase orders cancelled. Also ‘?’ and a pop up box that shows the meaning of each option.
6. Vendor Expediting Requests- added option for ‘CT’ to sort by catalog # and option for ‘HC’ to print Hard Copy.
7. Purchase Order Receiving Report – prints the totals dollars for each document.
8. We have added a feature to the REPLENISHMENT ACTION REPORT – where it asks – sort by need/sort by catalog number – that you can sort by location? This is very helpful when you need to check the shelves as well as use the report.
9. Purchase Order Receiving – when un-receiving an item, if it was the last time this item was received, then reset the weighted average cost.
10. Weighted Average Cost History Log – track the prior unit of measure so that the report can clearly show when a change was a unit of measure change only.
11. Purchase Order Output Screen recaps the minimums for vendor to pay the freight and cautions the operator if minimums have not been met.

### Quotations

1. Transmission of quotes via fax – once the operator gets to the ‘message’ portion of the transmission, they are given a way to stop the transmission. They can enter ‘AB’, and this is shown on the screen.
2. When a quotation is changed to a sales order, and when a sales order is in “NEW” status, allow operators to cancel the line items that should not be on the order, even though the operator is not in the group allowed to cancel items on orders.

### Order Processing

1. SALES ORDER ENTRY
  - The system now allows you to change the catalog # and description on a special after it has been entered. If it is already placed on a p.o. then the changes are carried over to the p.o.
  - The system allows you greater flexibility in making changes on direct shipments. Any changes that you make in Sales Order Entry are automatically made on the p.o.
    - Added separate comment line for interoffice notes on sales order and carry over to purchase order. This is on the header screen only (not line items).
  - P.O. Now Option (#Z) – if the line item on an order is already completely put-up, then do now allow them to enter P.O. now for it. Give a message that it is already shipped.
  - when a customer has a job that is COD and they enter a new order and put the job name in field #19, it should not ask them if it is COD. Now it does not give them a choice.
  - Modify the programs where the operator enters the job name or the P.O. number so that the system replaces non-printable characters with spaces.
2. Sales Order Entry and Quote Maintenance – if the order has more than 400 lines items, then the system informs the operator that they cannot use the margin calculator and returns to the update prompts.
3. Separate Orders by Manufacturer – Asks if you wish to keep certain manufacturers’ together. If yes then allows them to list up to 9 groupings and up to 9 manufacturers in each group.

4. The option codes have changed on OPTION CODE FOR LINE OPTIONS on the order line item screen. Instead of having 'O=Open Orders', 'P=Open P.O.'s', 'F=Open Transfers', 'R=Reserved', we have consolidated these to 'O=Open Orders/ P.O.'s/ Transfers/ Reserved'. All of these options took you to the same screen, it was just a matter of what you viewed initially. We have consolidated them into one option to simplify the choices.
5. Order Inquiry - When an operator enters 'LG' to display the order log, shows the information concerning the entry of the order – date, time, initials.
6. Changed the Order Processing Parameter from 'Password to cancel an item' to 'Group to cancel an item'. If an operator is in this group, then they can cancel items on orders (instead of having to know a password). All operators can cancel lines on direct ship orders even though they are not in the group for canceling orders.
7. In Customer Maintenance, customers can be flagged to get an automatic fax or e-mail of an order acknowledgement every time an order is entered. In Sales Order Entry, when the operator displays the options to update an order, the system displays a message that this customer is supposed to get an order acknowledgement via XXX.
8. Stock Item Inquiry – show a '+' beside branch if they have any stock for substitutes.
9. Order Inquiry – new option 'IN' has been added, which shows a list of invoices which have been generated from an order, and then allows the operator to select the invoices to display.
10. Sales History Inquiry by Item – new option 'CA' has been added to view items cancelled on orders.
11. Allow completed customer orders to remain on the system up to 999 days (up from 99) after order is completed.

### Customer Pricing

- 1, CPM #1, CUSTOMER PRICING MAINTENANCE – 2. Manufacturer Exception Maintenance – allow the user to change the vendor from within the maintenance screen. Otherwise they had to re-key the customer code each time they wanted to work with a different manufacturer.
- 2.CPM #1, CUSTOMER PRICING MAINTENANCE – 6. Model Account Assignments –
  - add #4 Replace one model with another. Ability to enter a range of customers to change. Specify old model and new model.
  - add #5 Enter Assignments By Customer With Job
3. CPM #10, UPDATE CUST PRICE EXCEPTIONS BY VENDOR  
Added option #5 – change gross margin. You are given the choice to do this by model or by customer. This only changes price exception records that have been set up to use gross margin.
- 4.CPM #11, COPY CUSTOMER PRICE EXCEPTIONS – new option to copy from model to customer job.
- 5.CPM #14, CUSTOMER PRICE EXCEPTION REPORT - Price Exception Report by Manufacturer – give option to print selected manufacturer.

### Import Files

1. UPDATE PRODUCT HEADER INFORMATION FROM FILE- this program previously only allowed Matrix Sells to be updated for items. We have added the ability to update Pricing Groups, Commodity Codes, and Pricing Codes.
2. UPDATE LCP OR WAC – writes entry to Last Cost Paid Log when LCP is changed.

3. UPDATE CUSTOMER PRICE EXCEPTION FROM FILE (FLI #3) – new option to load to a model account.

#### File Maintenance

1. In Customer File Maintenance the system checks the entry of the info in the Customer Master File (name, address, etc) for bad characters. The software has been modified to eliminate these when they are entered. These are produced when the operator uses the arrow keys instead of the backspace key in the entry of data.
2. Allow operators to add e-mail addresses that have Customer Maintenance Level 1 security
3. New options have been added for the output of invoices to Customers to allow you to choose whether the invoices attached will all be combined into one attachment or they will be individual attachments, and whether a paper copy will also be printed when the customer receives the invoices via e-mail.
4. Modified the WAC log to track the unit of measure before and after a change. Manual WAC Changes Report – use ‘before’ unit of measure in calculations.
5. Product Maintenance - update LCP or WAC – writes entry to Last cost Paid Log when LCP is changed manually by an operator.
6. Modified CHANGE PRODUCT PRICES to write to the Weighted Average Cost Log whenever WAC is changed by an operator.
7. Modified MASS PRICE/COST CHANGE, whenever the Unit of Measure is changed, update the WAC, LCP (and their logs), for each branch, and Individual Item Price Exceptions in the same way that these are updated when there is a Unit of Measure change in Product Maintenance.
8. CHANGE PRODUCT PART # - this program has been modified to update Inventory Adjustments File, rather than stopping the operator from changing an item when there are records in this file. Also added a warning message to run this program after hours.
9. Give a warning at the beginning of MERGE PRODUCTS that it can only be run when other users are not on the system. We have tightened the security of this program so it can only be run when no one else is in Order Entry/P.O. Entry.

#### Job Tracking System

1. Changed the format of the job look-up screen to show the ship-to city.
2. When jobs have a credit limit (not a lien limit), do not allow them to enter orders when they have reached the credit limit. Existing orders can be processed and invoiced, but do not allow them to add items to existing orders.

#### Sales Analysis

1. CUSTOMER-PRODUCT GROUP INQUIRY/REPORT (SAN #8) – Give totals by stock, direct, and specials.

#### Accounts Receivable

1. We have modified the printing of statements to minimize screen displays which speeds up the program.
2. A/R Inquiry – ability to enter ‘ST’ – ability to fax/print/e-mail statements – all documents or selected job.

3. Accounts Receivable Clean-up Report – see description above under ‘New Reports’.
4. Show the batch # of each check on the A/R Check History display.
5. Cash Receipts Discount Discrepancy Report – new report printed after cash application entered, only prints when there is a difference between discount allowed and taken. Columns: allowed, taken, difference. Ignore any under \$ amounts. This will give companies the info they need to bill back cash discounts taken in error.
6. RESEND A GROUP OF INVOICES- options to print, fax, or email by customer with selection by beginning and ending dates and ability to delete any you do not want to send.
7. Invoice Retrieval Inquiry (IPM)– show the job name on the search screen for the invoices. This can be useful when searching for all of the previous invoices against a certain job when the job is not on the Job Tracking System.

### Utilities

#### 1. FAX FLYERS

– ask if they wish to send at a delayed time. If ‘Y’, then add 2 hours to delayed time in the fax parameters.

- add question: FAX TO CUSTOMER WITH MAILINGS FLAG SET TO ‘N’? (Y/N)

If operator enters ‘Y’, then send to customers with mailing flag set to ‘N’.

2. Expand the number of printers that can be included/excluded for a terminal to 30.

3. Modify Fax parameters to allow a company to fax documents immediately without a delayed time.

### Month End Close

1. Month End Close of Customer/Product Detail – do not repeat question concerning closing of each branch over and over. When they select ‘all branches’, give them the option to enter ‘ALL’ at the first branch and then only stop at a branch if the date of previous closing is different than what it was for the first branch.

2. Annual Inventory – Count Report – Add routine to notify operator if another operator has a card locked on their terminal.

### Other programs

#### 1. G/L System

- Reversing Journal Entries – ability to enter a batch # and reverse all of the entries.

- Financial Statements – Sample Report Format Printing – a new option has been added to print the Links between Reports.

– assign batch #'s to year end closing entries and write to batch files.

2. Stock Item Inquiry (S/I) will now show a “+” beside the branch if there is any stock at all for the substitutes for an item.

3. Weekly Product Update Change List (TST) – in the section that lists items that are being updated as ‘new’ that are already on the system, the old Mfgr ID and catalog # are listed, as well as any branches where the item is active.

4. Expiring Rebates Report (REB) – gives the option to print a selected Mfgr, and option to extend the expiration date.